



Shawville District Minor Hockey Association

Policy	Approved by Executive
Control of Cash Revenue	2015

Introduction:

The Shawville District Minor Hockey Association (SDMHA) functions as a non-profit organization, staffed by volunteers. Other than the payment for on-ice officiating and time-keeping, no member or participant may receive a personal use benefit, cash or otherwise, without the approval of the Executive.

Procedures:

Budgets:

- a) All Executive members and managers who have the responsibility for Revenue and/or Expenditures must submit a budget forecast and a financial report.
- b) Team budgets must be submitted no later than the end of November of the current season, with a final financial report submitted by the end of March or within two weeks of the last game played, whichever is earlier.
- c) Budgets and financial statements must show all projected income and expenses, including detailed calculations.
- d) The SDMHA financial statement is to be presented to the Executive on or around the end of April each year. The final financial statements are to be presented at the annual AGM.
- e) Teams and individuals wishing a cheque to be issued to them by SDMHA must provide, in writing, an explanation for the expense and attaching applicable receipts, and submitting it to the Treasurer.

Financial Signing Authority:

SDMHA requires the signatures of two signing authorities on all outgoing cheque payments. 3 positions that can act as authorities are identified on a yearly basis.

Handling of Cash

- a) Cash and cheques will be counted by two members of the executive. Whenever someone passes on/takes possession of these funds, they are to be counted by the person taking possession.
- b) When the funds are deposited by someone who has duly taken possession of the funds, the deposit slip will be attached to the accounting form and submitted to the SDMHA Treasurer for accounting purposes.
- c) When a fundraising event is ongoing and larger amounts of cash are being accumulated, the Treasurer/designate will periodically collect the excess cash.



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- d) Cash collected on behalf of SDMHA should normally be deposited in the bank ASAP and on the same day it is collected whenever possible. SDMHA wants to avoid any members taking larger amounts of cash home or having possession of same overnight and this is done at the sole risk of the person doing so.
- e) Any cash floats provided by SDMHA must be countersigned for by the Executive member/designate providing the funds and the Executive member/designate receiving the funds, in both directions (i.e. when collected back for deposit as well).
- f) Final reports of fundraising events must be submitted to the Treasurer within 3 days of the completion of the event.